

CHANGES TO THE NRS WEB-BASED DATA SYSTEM MAY 2008

The Office of Adult Education and Literacy (OAEL) had developed several significant changes to the NRS Web-based data system related to data reporting. Four new reports have been developed to support program improvement. Finally, the data loader for programs that import data has been updated to reflect the new data fields. Each change is directly connected to and reflected in the assessment and goal-setting policies released in September 2007.

The changes affect the following reporting sections in the Web-based data system.

- Staff Training Certifications
- Student Assessment Information
- Student Goal Information

The new reports include the following.

- Program Performance Summary
- Student Report Card
- Class Report
- Staff Report

The data loader and the supporting file layout document have also been updated to assist programs that import data into the data system.

The following pages provide detailed descriptions of the changes with screen shots from the system illustrating the changes. When appropriate, steps for entering the new data have been outlined for each change.

If you need additional information or have questions, contact Shannon Beasley, specialist, via e-mail at Shannon.Beasley@doe.virginia.gov or by telephone at (804) 371-7852.

Figure 1 – Staff Training Certification Tab

OVERVIEW

In the staff section of the NRS Web-based data system, the *Test Certification* tab has been updated. The tab now reads, *Training Certification*, and contains two certification sections.

1. Test Certification
2. Policy Certification

These certifications are consistent with the requirements of the assessment and goal-setting policies for tracking staff who are certified. This section should be updated for all staff prior to entering assessment and goal data for students and as training occurs.

REPORTING

1. Test Certification*

- Indicate the test(s) a staff member is certified to administer.
 - a. Place a check (✓) beside each assessment for which the staff member is certified – available tests include *BEST*, *BEST Plus*, *CASAS*, *TABE*, and *WorkKeys*.
 - b. Enter the actual certification date (*yyyy-mm-dd* format).
 - i. If the date is not known, enter a date of July 1, 2007.
 - c. Acceptable training sources include:
 - i. From the Virginia Adult Learning Resource Center (VALRC)
 - ii. From the Test Publisher, Vendor, or Developer
 - iii. From a trainer trained by VALRC or the Test Publisher, Vendor, or Developer

2. Policy Certification**

- Indicate the process and reporting policies on which the staff member is certified.
 - a. Place a check (✓) beside each policy on which the staff member was certified – available policies include *Assessment*, *Goal-Setting*, and *Distance Education (in development)*.
 - b. Enter the actual certification date (*yyyy-mm-dd* format).
 - c. Acceptable training sources include:
 - i. From the Virginia Adult Learning Resource Center (VALRC) – in development
 - ii. From the Office of Adult Education and Literacy (OAEL) – September or October 2007 Regional Workshops
 - iii. Local training provided by a program manager who attended a regional workshop to the responsible staff – must include a review of the USPD

* At least one staff member must be identified as certified for each assessment administered locally.

** At least one staff member must be identified as certified for setting goals with students.

OVERVIEW

In the student assessment section of the NRS Web-based data system, under the *Test Scores* tab, the required test information fields have been updated. The new fields reflect the requirements of the assessment policy. The additional fields include:

1. Test Form
2. Test Format
3. Post-test Waiver
4. Post-test Waiver Type
5. Accommodations Used
6. Accommodation Type
7. Staff

The new information must be entered for any assessment reported in the data system after May 18, 2008, or for any previous assessment reported that requires a change or updated information.

REPORTING

1. *Test Form*

- Identify the test form of the assessment administered – currently only the TABE requires a test form (7, 8, 9, or 10).

2. *Test Format*

- Identify the test format of the assessment administered.
- Two options are available: computer-assisted or print.

Figure 3 – Format Choices

3. *Post-test Waiver*

- If a post-test has been administered and the student does not have the required number of instructional hours reported, the system will require that a post-test waiver be checked (✓).

Figure 4 – System Warning (Waiver Required)

- The system requires the following minimum instructional hours per assessment.

a. BEST – 60 hours	d. TABE – 60 hours
b. BEST Plus – 60 hours	e. WorkKeys – 60 hours
c. CASAS – 75 hours	

Figure 5 – Waiver Choices

4. *Post-test Waiver Type*

- If a waiver is required, the waiver type must be identified.
- Only one waiver type may be identified – the waiver options reflect the choices in the policy.
- The waiver options include:
 - a. Employment Change (<=5 hours)
 - b. Family Situation (<=5 hours)
 - c. Lack of Child Care (<=5 hours)
 - d. Lack of Transportation (<=5 hours)
 - e. Significant Health Issue (<=5 hours)
 - f. Taking the GED Tests (<=5 hours)
 - g. Teacher Judgment

5. *Accommodation Used* ***

- If an accommodation was provided to the student, the accommodation used may be checked (✓).

6. *Accommodation Type* ***

- If an accommodation was provided to the student, the type of accommodation(s) may be identified.
- The types of accommodations available for identification include:
 - a. American Sign Language (ASL) Interpreter
 - b. Audio Version
 - c. Braille Version
 - d. Extended Time 2x
 - e. Extended Time 1 1/2x
 - f. Large Print Version
 - g. One Test per Day
 - h. Private Room
 - i. Scribe
 - j. Use of Calculator (standard or talking)

7. *Staff* ****

- Identify the staff member responsible for administering the assessment.
- The staff member(s) who appear in the drop-down selection are drawn from those identified (*Staff – Training Certifications*) as being certified for the assessment administered.

*** Identifying the use of an accommodation and the actual accommodations provided is optional in the data system.

**** For programs that have a lead teacher, coordinator, or other staff responsible for assessments, it may be more efficient for a single person to be identified for all assessments reported. However, the purpose of identifying the staff that administered an assessment is to identify possible improvement opportunities related to the staff administering an assessment.

OVERVIEW

In the student goals section of the NRS Web-based data system, under the *Goals* tab, the required goal information fields have been updated. The new fields reflect the requirements of the goal-setting policy. The additional fields include:

1. Staff
2. Target Date

The new information must be entered for any goal that is reported in the data system after May 18, 2008, or for any previous goal reported that requires a change or updated information.

Figure 6 – Student Goal Information

REPORTING

1. Staff *****

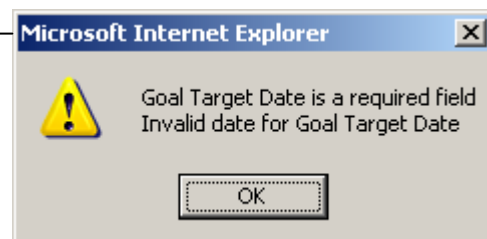
- Identify the staff member that set the goal(s) with the student.
- The staff member(s) that appear in the drop-down selection are drawn from those identified (*Staff – Training Certifications*) as being certified for the goal-setting policy.

2. Target Date

- Identify the date the student has set to complete the goal (*yyyy-mm-dd* format).
- The target date represents the date the student is attempting to meet the goal.
- The target date must be identified between July 1 and June 30 annually.

***** For programs that have a lead teacher, coordinator, or other staff responsible for goal setting, it may be more efficient for a single person to be identified for all goals reported. However, the purpose of identifying the staff who participated in goal setting with students is to identify possible improvement opportunities related to the staff member setting and reporting student goals.

Figure 7 – System Warning (Target Date)

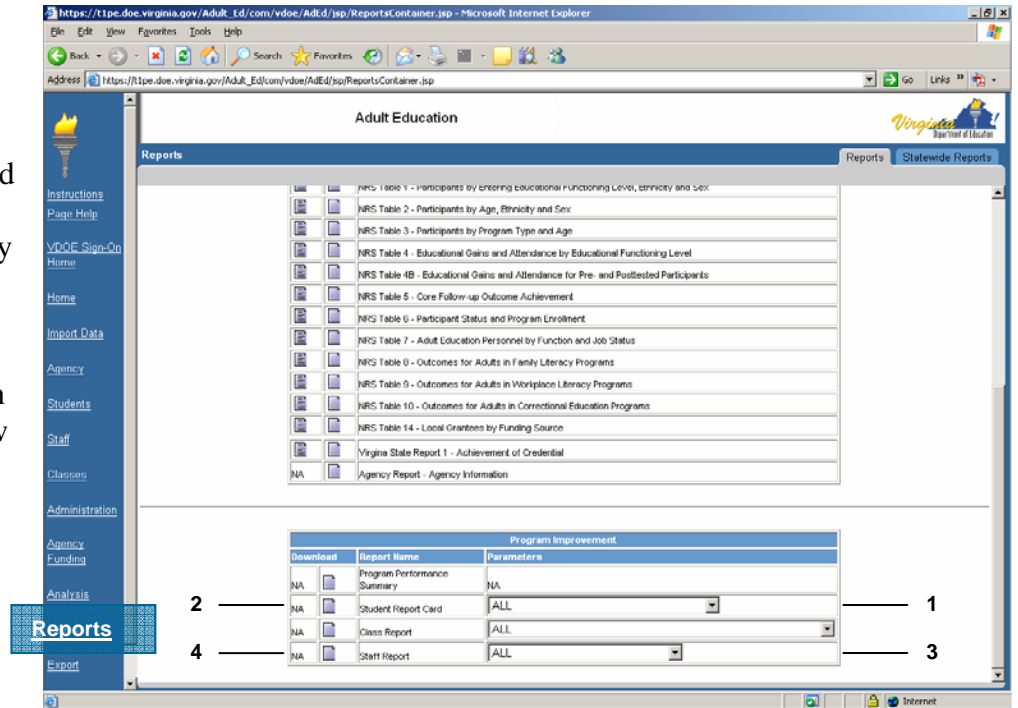


OVERVIEW

As the name implies, the new reports are designed to provide targeted information about the program, a student, a class, or a staff member during the selected fiscal year. This feature allows users to identify these reports by fiscal year, so a program could review its previous years' performance. The reports are located after the NRS Tables on the Reports Page. The four new reports include:

1. Program Performance Summary
2. Student Report Card
3. Class Report
4. Staff Report

Figure 8 – Program Improvement Reports



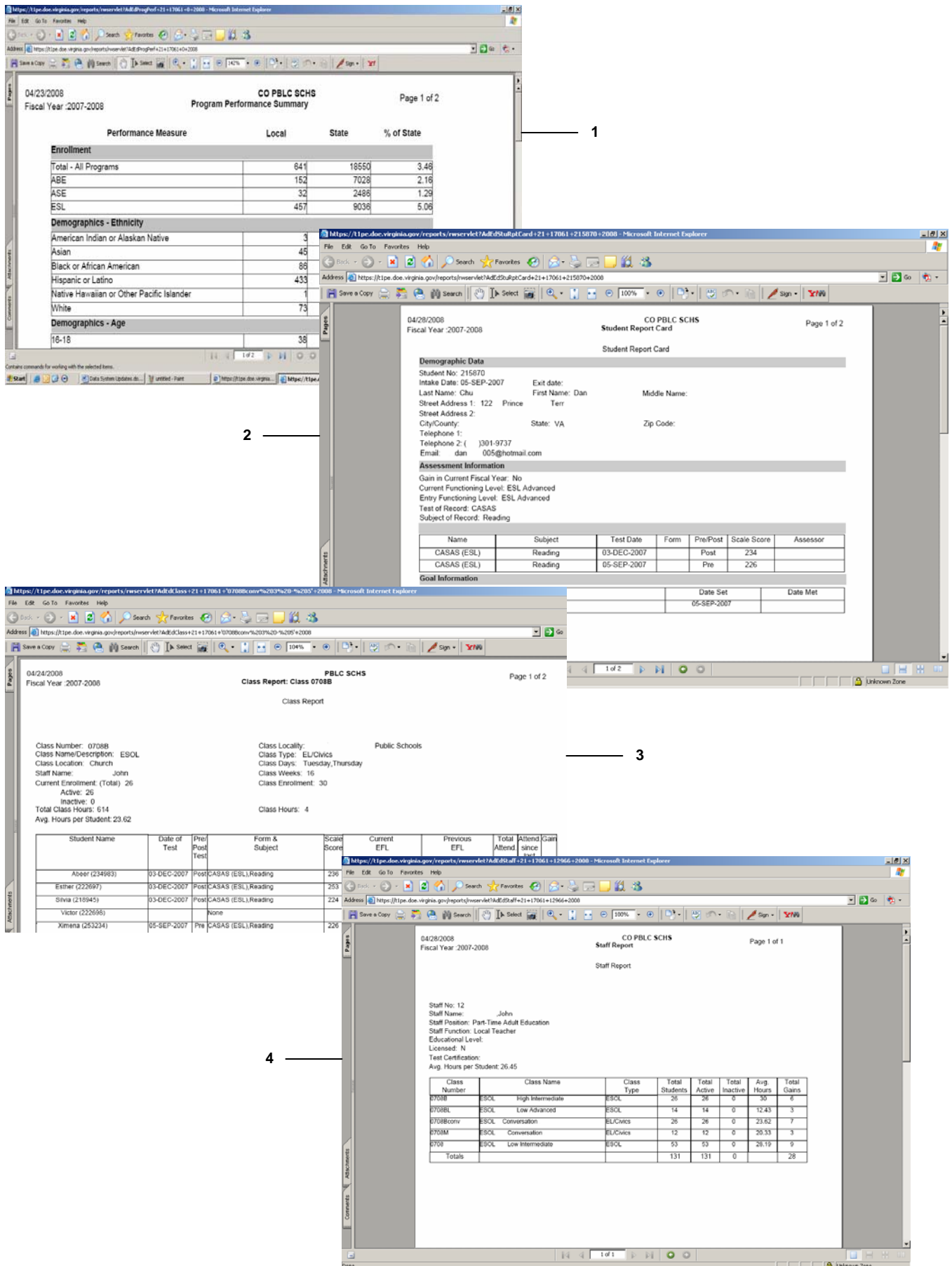
All reports are generated as Adobe Acrobat Reader files (.pdf).

DESCRIPTIONS

1. *Program Performance Summary* – identifies the program's performance through NRS measures. All of the significant NRS data is combined into one report. The local program may compare its performance in relation to the overall state performance.
2. *Student Report Card* – identifies key student demographic, assessment, goal, and class/attendance data. This report provides all of the relevant data that makes a student eligible for reporting.
3. *Class Report* – identifies all of the key details for classes. Additionally, it displays all of the students enrolled in a class, the assessment identifying educational level, attendance, and educational gain.
4. *Staff Report* – identifies basic information about staff. Additionally, it identifies every class a staff member is responsible for, including total enrollment, average attendance, and total educational gains reported.

PROGRAM IMPROVEMENT REPORTS

Figure 9 – Sample Improvement Reports



DATA IMPORT FUNCTION

OVERVIEW

Several programs import monthly data through a data loader. To accommodate the new data fields in the data system, the data loader has been updated with the required programming. As part of the update, a new file layout document outlining the changes has been posted.

Figure 10 – Data Import Function

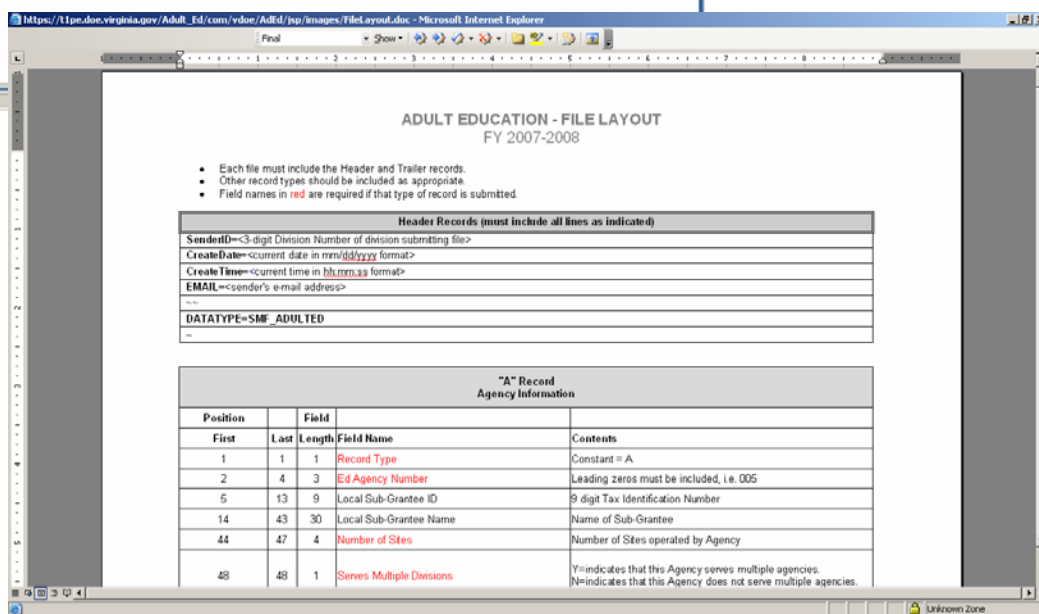
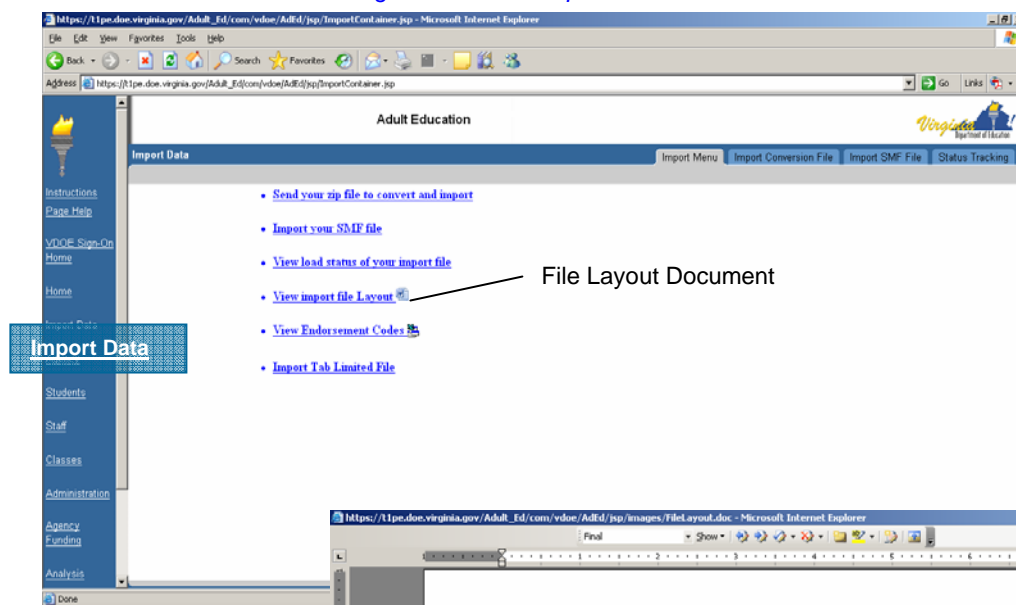


Figure 11 – File Layout Document (.doc)